



MISHAWAKA'S 33RD ANNUAL SUMMERFEST

INFORMATION AND VENDOR RULES



Handmade Arts & Crafts

All entries must be the original work of the artist/crafter renting the space. A photo and list of **EACH** medium to be displayed must be included with completed application. Only these items will be permitted to be displayed at Summerfest. Pictures will not be returned. Purchased premade merchandise or utilizing pre-made merchandise to make an item is considered a Retail product and is not permitted under this category. **Kits, molded items, commercially manufactured goods, resale items, antiques, plants, or any mass-produced goods are NOT allowed in this category.**

Retail

All entries must be products bought and sold from outside sources. These items are not handmade by the vendor.

Retail and Handmade Arts & Crafts

Weapons of any kind, any merchandise related to drugs, drug usage and/or drug paraphernalia, inappropriate or suggestive language/photos/drawings, etc are not permitted to be displayed or sold. No glow-in-the-dark or light up items of any kind are allowed to be given away at no cost or sold during Summerfest.

For Profit: Commercial and Network Marketing

Commercial businesses and Network Marketing vendors that support the community and provide family-friendly products are considered. Booths that provide activities, interaction with families or demonstrations are encouraged. Vendor is solely promoting a business and will have no products for sale.

Not-For-Profit

Organizations must have an IRS Tax Exempt 501 (C) 3 status and will be required to submit documentation at time of registration.

For Profit and Not-for Profit

Commercial, network marketing, and not-for-profit vendors will be assigned booth space throughout the festival, mixed with other vendors according to space availability. Maximum of two similar commercial, not-for-profit, and network marketing vendors accepted.

All Vendors

Application for Entry: Complete and return page two of this form to the Mishawaka Parks Department. Include submitted pictures with application if required. Mail/drop off the form and entry fee to: 801 N State St, Mishawaka, IN 46545 by April 15th. Any applications postmarked or brought to office after April 15th are considered late registrations and those fees will apply.

Electric: Access to electric outlets is available for an additional fee of \$25.00. Availability is limited and will be given to vendors on a first come first serve basis when turning in application. Request for access to electric **MUST** be indicated on application and paid for in full when application is turned in and other booth fees are paid.

Check-In and Set-Up: Check-in area will be indicated on Acceptance Letter. Friday set-up begins at noon and must be completed by 5:00 pm. Saturday set-up begins at 7:00 am and must be completed by 9:00 am.

Notification: Applicants will be notified of their acceptance for space rental by the week of June 13th. If applicant is not accepted as a vendor, space rental fee will be returned no later than the week of June 20th.

Space: All booth set-up and items need to be **INSIDE** the 12' by 12' area. All business or other activity must be conducted within the designed space rental area only. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival.

Closing/Tear Down: Vendors are to remain open until 7:00 pm each evening but may remain open until the end of the night's entertainment.

Parking: ONE Parking Pass will be given to the vendor during set-up the morning of the festival. After unloading, vehicle must be moved to the designated parking area or outside of the festival area.

Refunds: Registration fees received from accepted vendors are non-refundable.

Summerfest Vendor Application

Date: _____

Business Name: _____

Crafter/Artist Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

E-mail Address: _____ Website: _____

Please indicate which vendor group space rental you are participating in:

	Arts & Crafts	Commercial	Retail	Network Marketing	Not-For-Profit
Fee:	\$40.00	\$100.00	\$100.00	\$100.00	\$10.00
Fee after 4/15:	\$60.00	\$150.00	\$150.00	\$150.00	\$25.00

Attending 24th ONLY _____ Attending 25th ONLY _____ Attending BOTH 24th & 25th _____

Indicate if requesting electric; limited availability (additional \$25.00) _____

All vendor space rentals are 12 x 12.

Cash, check, or money order are accepted, please make check payable to City of Mishawaka.

Arts & Crafts and Retail Vendors: Describe in detail the items you wish to sell at this event. Each item must also have a picture included with the completed application. Please be specific. _____

Commercial, Network Marketing, and Not-for-Profit Vendors: If providing a service, demonstration or activity: The festival strives to avoid duplication at booths. To assist all vendors in being successful, please provide a description of your booth's activity, service or demonstration planned: _____

Application and Rules Agreement

I have read and will comply with the rules of the Summerfest Vendor event and I will comply with all applicable laws. By signing I understand that any Arts and Crafts vendor selling items not made by them will be asked to leave the festival with no refund of space rental fee. I understand that any Retail vendor selling items not listed in original application will be asked to leave the festival with no refund of space rental fee. I understand that any Commercial or Network Marketing vendor selling any type of item or service will be asked to leave the festival with no refund of the space rental fee.

X _____
Vendor Signature

Release and Indemnification Agreement:

For and in consideration of the City of Mishawaka allowing the person applying to participate in the Mishawaka Summerfest on June 24-25, 2016, the participant hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks & Recreation Department, the Mishawaka Summerfest 2016 Committee, their agents, employees and officials from any & all actions, causes of actions, claims, damages demands, judgments, executions, costs, expenses, including attorney fees, and all other claims for damages whatsoever which may hereafter be made, instituted, filed or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks & Recreation Department, the Mishawaka Summerfest 2016 Committee, their agents, employees, and officials by the undersigned and any other person as a result of participating in this event. The person executing this release is duly authorized to do so on behalf of participant.

X _____
Vendor Signature

Office Use Only: Receipt #: _____ **Amount Paid:** _____ **Date paid:** _____